

United States Army Student Detachment

HR In-Processing

2017

Version 01

SERVICE MEMBER (SM) INFORMATION

Name:	PCS Order Report date: USASD Sign In Date (same as mission complete): Program Graduation/Completion date:	
Rank:	Program:	Component:

MANDATORY DOCUMENTS:

Note: Forms not included in this packet are available under the In-Processing page.

- ☐ Student Data Form
- ☐ Current Officer Records Brief (ORB) or Enlisted Records Brief (ERB)
- ☐ PCS Orders and amendments (if applicable). With duty at location must be included in the "Assigned to" lead line. Contact losing station orders issuing authority if not included.
- ☐ DA Form 31 (Request and Authority for leave (W/Control Number)
- ☐ DD Form 93 (Record of Emergency Data)
- ☐ SGLV 8286, Feb 2015 (Service Members' Group Life Insurance Election & Certificate)
- ☐ DA Form 7415 (Exceptional Family Member Program (EFMP) Query Sheet for Soldiers that have authorized dependents)
- ☐ United States Army Student Detachment Policies Memorandum of Understanding (signed and dated)
- ☐ DA Form 705, May 2010 (Army Physical Fitness Test Scorecard) (current)
- ☐ Update ADPAAS (<https://adpaas.army.mil>) **Print screen to show it has been updated**
- ☐ Sexual Harassment/Assault Response and Prevention Standing Strong Training (SHARP) Certificate
- ☐ DA Form 3955, Jan 2015 (Change of Address and Directory Card) (complete and submit to HRC)

REQUIRED DOCUMENTS IF APPLICABLE:

- ☐ DA Form 5500 (Male) or DA Form 5501 (Female) (Body Fat Content Worksheet)

HELPFUL INFORMATION:

- ☐ USASD Policy Memorandum #25 - In-Processing Requirements
- ☐ UIC and Student Program List (use to complete In-Processing form)
- ☐ TRICARE Resources for Service

I UNDERSTAND THAT ACTION(S)/UPDATE(S) WILL NOT BE MADE UNTIL ALL MANDATORY DOCUMENTS HAVE BEEN RECEIVED.

SM SIGNATURE:

DATE:

REMARKS:



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON SOUTH CAROLINA 29207

AMTM-VCO

MEMORANDUM OF UNDERSTANDING

SUBJECT: United States Army Student Detachment (USASD) Policies

1. I have read and understand the USASD policy memorandums available under the USASD webpage at <https://usasd.armylive.dodlive.mil/>.
2. I understand that these policy memorandums are guidelines/requirements that I must follow while assigned to the USASD, along with guidelines/requirements established by the U.S. Army Human Resources Command (HRC) at <https://www.hrc.army.mil/Officer/Officer%20Personnel%20Management%20Directorate>, the Foreign Area Officer Branch and the Advanced Education Programs Branch at <https://www.hrc.army.mil/Officer/Officer%20Advanced%20Education%20Programs> for Advance Civil Schooling (ACS), Broadening Opportunity Programs (BOP) (Fellowships; Scholarships; Degree Completion Program (DCP); Cooperative Degree Program (CDP)) and Training with Industry (TWI).
3. I understand it is my responsibility to view the USASD website at least once a week to stay abreast of any changes or requirements that may occur during my tenure as a Student.
4. I understand that I should check my Enterprise and Microsoft Outlook email account(s) at least 3 times a week.
5. I understand it is mandatory to participate in Personnel Asset Inventory (PAI) twice a year and complete/submit required documents as posted in the USASD website under the PAI tab. PAI submission months are April (spring) and October (fall) of each year.
6. My signature below confirms that I have read and understand the USASD policies and guidelines established by HRC.

(Print Name)

(Rank/Branch)

(Signature)

(Date)

1. NAME (Last, First, MI):		2. GRADE:	3. PURGE DATA (P.O. Use Only):
4. NEW ORGANIZATION (Complete Designation):		5. DoD ID NUMBER:	6. BOX NUMBER:
<small>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DoD/Postal Service Agreement, 2 FEB 80. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Dates are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</small>			
7. OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code):		8. NEW MAILING ADDRESS (Including ZIP Code):	
9. DATE DEPARTED OLD ORG:		10. DATE DUE NEW ORG:	
11. EMAIL ADDRESS:		12. LIST EACH AUTHORIZED FAMILY MEMBER:	
13. IS THIS MOVE TEMPORARY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
14. IF YES, FORWARDING ENDS:			
15. CHANGE OF ADDRESS FOR: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> FAMILY			
16. SIGNATURE:		17. DATE:	18. PHONE NUMBER:

DA FORM 3955, JAN 2015

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.00ES

CHANGE OF ADDRESS AND DIRECTORY CARD

For use of this see AR 600-8-3, the proponent agency is DCS, G-1.

You are required to forward a completed copy of this form to your Branch Manager within 30 days of arrival at your new duty station or upon change of residence.

Mail to:

**Army Human Resources Command (AHRC)
 Attn: AHRC-OPM-R (Dept 200)
 Fort Knox, KY 40122-5200**

**Visit the HRC webpage for a current list of Branch Managers at
<https://www.hrc.army.mil/OPMD/Officer%20Personnel%20Management%20Directory>**



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

18 August 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #25 - **In-processing Requirements**

1. References:

- a. AR 37-104-4, Military Pay and Allowances Policy, dated 8 June 2005.
- b. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Cycle), dated 19 February 2015.
- c. AR 608-75, Exceptional Family Member Program, dated 22 November 2006, RAR 001 dated 24 February 2011.
- d. AR 621-1, Training of Military Personnel at Civilian Institutions, dated 28 August 2007.
- e. AR 350-1, Army Training and Leader Development, dated 19 August 2014.
- f. DoD Financial Management Regulation, Volume 7A, Chapter 32.
- g. This memorandum supersedes all previous versions of Policy Memorandum #25.

2. The purpose of this policy memorandum is to provide guidance for In-processing the USASD.

3. Personnel with assignment instructions to the USASD are authorized to report no earlier than 10 days prior to authorized report date or start date of schooling/training. Personnel in receipt of Permanent Change of Station (PCS) orders stating authorized early report greater than 10 days must contact their Branch Manager immediately. **Request to report earlier to initiate gaining station housing allowance (BAH) or maintain a stable leave balance is strictly prohibited.**

4. A completed Student Data Form, HR and Finance packet must be received to properly arrive you to USASD. Procedures and requirements are delineated under the USASD webpage at <https://usasd.armylive.dodlive.mil/in-processing/>.

ATZJ-DBI-SD

SUBJECT: Policy Memorandum #25 - In-processing Requirements

5. In-Processing packets must be complete and submitted in one session. NO action is taken on incomplete/partial submissions.

6. After you submit your In-processing packet, please allow no less than 10 to 15 working days prior to telephonic inquiries. For assistance with additional questions/concerns, please contact the In-Processing POC's listed in the USASD website at <https://usasd.armylive.dodlive.mil/in-processing/>.

7. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.


EDLA V. NIETO
CPT, AG
Commanding

UIC and Student's Programs
Use This Page To Complete In-Processing Form

UIC	Location	UIC	Location
W30U1A	Incoming Personnel	W30U2Y	Tennessee
W30U1B	FAO	W30U2Z	Texas
W30U1C	OCONUS, SON	W30U3A	Utah
W30U1D	Wounded Warrior	W30U3B	Vermont
W30U1E	Alabama	W30U3C	Virginia
W30U1F	Alaska	W30U3D	Washington
W30U1G	Arizona	W30U3E	West Virginia
W30U1H	Arkansas	W30U3F	Wisconsin
W30U1J	California	W30U3G	Wyoming
W30U1K	Colorado		
W30U1L	Connecticut	Programs	
W30U1M	Delaware	Advanced Civil Schooling (ACS)	
W30U1N	Washington D.C.	Cooperative Degree Program (CDP)	
W30U1P	Florida	Degree Completion Program (DCP)	
W30U1Q	Georgia	Expanded Graduate School Program (EGSP)	
W30U1R	Hawaii	Foreign Area Officer (FAO)	
W30U1S	Idaho	Funded Legal Education Program (FLEP)	
W30U1T	Illinois	Green To Gold (G2G)	
W30U1U	Indiana	Scholarship/Fellowship/Internships	
W30U1V	Iowa	School of Other Nations (SON)	
W30U1W	Kansas	Senior Service College Fellowships	
W30U1X	Kentucky	Training with Industry (TWI)	
W30U1Y	Louisiana		
W30U1Z	Maine		
W30U2A	Maryland		
W30U2B	Massachusetts		
W30U2C	Michigan		
W30U2D	Minnesota		
W30U2E	Mississippi		
W30U2F	Missouri		
W30U2G	Montana		
W30U2H	Nebraska		
W30U2J	Nevada		
W30U2K	New Hampshire		
W30U2L	New Jersey		
W30U2M	New Mexico		
W30U2N	New York		
W30U2P	North Carolina		
W30U2Q	North Dakota		
W30U2R	Ohio		
W30U2S	Oklahoma		
W30U2T	Oregon		
W30U2U	Pennsylvania		
W30U2V	Rhode Island		
W30U2W	South Carolina		
W30U2X	South Dakota		



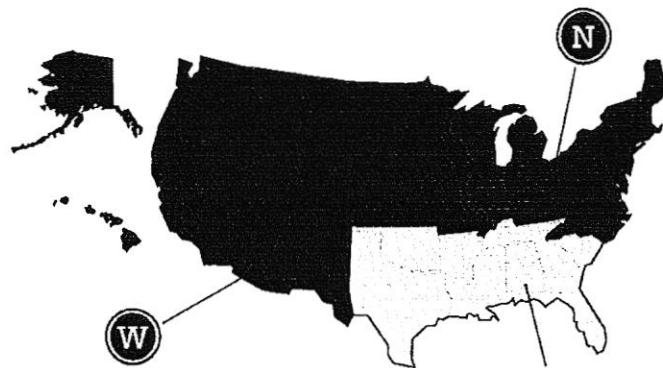
TRICARE® Resources for Service

This overview provides a snapshot of TRICARE service and support resources offered through a variety of convenient Internet options and toll-free call centers.

Visit the "I want to ..." section at www.tricare.mil to:

- Enroll in or Purchase a Plan
- File or Check a Claim
- View Referrals and Prior Authorizations
- Find a Doctor
- Look Up Costs
- Change Your Primary Care Manager
- See What's Covered
- Compare Plans
- Manage Prescriptions

... and more



TRICARE Regional Contractors

Regional contractors work with the Department of Defense to administer the TRICARE medical benefit.



North Region

Health Net Federal Services, LLC
1-877-TRICARE (1-877-874-2273)
www.hnfs.com

South Region

Humana Military, a division of
Humana Government Business
1-800-444-5445
HumanaMilitary.com



West Region

UnitedHealthcare Military & Veterans
1-877-988-WEST (1-877-988-9378)
www.uhcmilitarywest.com

OVERSEAS

TRICARE Overseas Program (TOP)

International SOS Government Services, Inc.
www.tricare-overseas.com



TOP Regional Call Centers

Eurasia-Africa

+44-20-8762-8384 (overseas)
1-877-678-1207 (stateside)

Latin America and Canada

+1-215-942-8393 (overseas)
1-877-451-8659 (stateside)

Pacific (Singapore)

+65-6339-2676 (overseas)
1-877-678-1208 (stateside)

Pacific (Sydney)

+61-2-9273-2710 (overseas)
1-877-678-1209 (stateside)

SIGN UP FOR eCORRESPONDENCE

Visit <http://milconnect.dmdc.mil> to provide your e-mail address and receive eCorrespondence for important information about your TRICARE benefit.

KEEP YOUR DEERS INFORMATION UP TO DATE!

It is important to keep your information in the Defense Enrollment Eligibility Reporting System (DEERS) up to date: www.tricare.mil/deers

You have several convenient options for updating DEERS:

- milConnect: <http://milconnect.dmdc.mil>
- 1-800-538-9552 or 1-866-363-2883 (TDD/TTY)
- 1-831-655-8317 (fax)

Find a local identification card-issuing facility:
www.dmdc.mil/rsl

Sign up for a DS Logon in order to log in to milConnect:
<https://myaccess.dmdc.osd.mil>

TRICARE PROGRAM COSTS

Health care costs vary depending on your TRICARE program option. Get the latest TRICARE cost information including dental and pharmacy costs.

www.tricare.mil/costs

TRICARE COVERED SERVICES

Get details about TRICARE coverage, limitations, and exclusions.

www.tricare.mil/coveredservices

GETTING CARE

Find a doctor: www.tricare.mil/findaprovider

Military hospital and clinic appointments online:
www.tricareonline.com

Military hospital and clinic locator: www.tricare.mil/mtf

TRICARE Programs and Resources

TRICARE Pharmacy Program www.tricare.mil/pharmacy
Express Scripts, Inc. www.express-scripts.com/TRICARE
1-877-363-1303

TRICARE Active Duty Dental Program www.tricare.mil/addp
www.addp-ucci.com
1-866-984-2337
United Concordia Companies, Inc.

TRICARE Dental Program www.tricare.mil/tdp
www.metlife.com/tricare
MetLife 1-855-638-8371 (stateside)
+1-855-638-8372 (overseas)

TRICARE Retiree Dental Program www.tricare.mil/trdp
www.trdp.org
Delta Dental of California 1-888-838-8737

TRICARE For Life www.tricare.mil/tfl
Wisconsin Physicians Service www.TRICARE4u.com
1-866-773-0404

Continued Health Care Benefit Program www.tricare.mil/chcbp
HumanaMilitary.com
1-800-444-5445
Humana Military

US Family Health Plan www.tricare.mil/usfhp
www.usfhp.com
1-800-748-7347

Tobacco-Cessation Resources

North Region Tobacco Quitline: 1-866-459-8766
South Region Tobacco Quitline: 1-877-414-9949
West Region Tobacco Quitline: 1-888-713-4597

TRICARE Web site: www.tricare.mil/tobacco
UCanQuit2 Web site: www.ucanquit2.org

New to TRICARE

Learn more about TRICARE—watch an overview video and take the free public TRICARE Fundamentals course online:
www.tricare.mil/new

ADDITIONAL RESOURCES

TRICARE Contacts: www.tricare.mil/contactus

TRICARE SMART Site (view/download TRICARE materials):
www.tricare.mil/smart

Claims: www.tricare.mil/claims

Enrollment: www.tricare.mil/enroll

Forms: www.tricare.mil/forms

Frequently Asked Questions: www.tricare.mil/faqs

Mental Health Care: www.tricare.mil/mentalhealth

Defense Health Agency—Great Lakes: 1-888-647-6676

Customer Service Community Directory:
www.tricare.mil/bcacdao

TRICARE Nurse Advice Line: 1-800-TRICARE (1-800-874-2273)

National Suicide Prevention Lifeline: 1-800-273-8255, Press 1

Military OneSource: www.militaryonesource.mil

Report Fraud and Abuse: www.health.mil/fraud